



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement  
# 31-2009

**OPEN TO:** All Interested Candidates  
**POSITION:** Management Assistant, FSN-07\*; FP-07\*\*  
**OPENING DATE:** August 5, 2009  
**CLOSING DATE:** Open Untill Filled  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 719,899\* (Grade 7)

\*This represents the total annual compensation including salary, bonus and benefits.

\*\*Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

The U.S. Embassy in Algeria is seeking an individual for the position of Management Assistant in the Management Office.

**BASIC FUNCTION OF POSITION**

Provides the Management Officer, and to a lesser extent the FMO/HRO, with a full range of Administrative support duties, drafting cables and Management notices, and translation of documents. Maintains the daily calendar for the Management Officer, managing the incoming flow of visitors into the Management Office and the daily calendars for shared conference and training spaces. Sets appointments for Management Officer with individuals or groups within and outside the Embassy. Makes and receives phone calls and faxes, directing communication to the appropriate office. Serves as a barometer and works with CLO on issues of post morale.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Required Education:** Completion of a University (B.A) degree in administrative or Secretarial or English is required.
2. **Prior Work Experience:** One to two years of prior work experience in secretarial or related field with additional office management, computer training is required.
3. **Language Proficiency:** Level IV (Good working knowledge) English is required and level V French and Arabic is required.
4. **Other criteria:** Organizational skills and project management abilities are required.

5. **Other Skills and Abilities:** Must have typing skill at 50 wpm. Must be familiar with standard office equipment (Computer, calculator, fax) and with Outlook, Word, Excel, Access, and PowerPoint.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. EFMs who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

## **SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

## **TO APPLY**

*Interested applicants for this position must submit (1) and (2) below:*

1. Preliminary Documentation
  - Current Resume. A current resume or curriculum vitae that provide the same information as an OF-612.
  - Letter of Interest. You must attach to the letter:
    - References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
    - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
  - Copies of relevant diplomas or degrees (as required) by the position.
  - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process.

Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.
  - All prospective employees must complete an Embassy application form (usually the Federal Employment OF-612, available at the HR Office).
  - Can be submitted if selected for an interview.

**ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH AND THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.**

**CLOSING DATE FOR THIS POSITION: Open Until Filled**

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Point Of Contact:**

Submit Application to: **Human Resources Office**

Attention: Management Assistant, Vacancy Announcement #31-2009

Point of Contact: Human Resources Office

For quickest reception fax to: 021-60-73-35

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers\_app@state.gov**

**Note: Only the best qualified applicants will be contacted for a test and an interview**